

Mary's Inn Maternity Home Daytime Coordinator

Position in organization

- The Daytime Coordinator reports to the Program Supervisor.
- FLSA Status – Non-Exempt

Specific Job Duties for Daytime Coordinator

- Knowledge of performing intakes.
- Saturday Daytime Coordinator will check chores by noon; Sunday Daytime Coordinator will be sure residents get to chapel/church by noon.
- Knowledge of proper handling of all non-cash donations.
- Assist in keeping the house organized at all time, drop off donations as needed at appropriate resources.
- Knowledge of filing system and basic knowledge of Microsoft office.

General Job Duties for all Shifts

- Use Time Clock on eKyros when starting and ending shift.
- Read progress notes at start of each shift.
- Give verbal report to next staff when going off shift.
- Effectively log progress notes and program information into eKyros.
- Provide a safe environment at all times by ensuring residents abide by the rules/policies set forth no-cursing, yelling, arguing or disrespectful exchange of any kind.
- Hold residents accountable for any infractions using the disciplinary guidelines outlined in the resident handbook.
- Able and willing to search resident's rooms/belongings/car as needed.
- Knowledge of lice check, bed bug procedures.
- Able to give UA/breathalyzer test and follow guidelines in the resident handbook.
- Knowledge of resident's progress in Orientation.
- Knowledge of resident's goals as set in the weekly One-on-One.
- Willingness to assist with connecting women with resources as well as being a mentor.
- Be a positive Christian role model in all your actions and words. Conversations should never include politics or race/racial innuendos; remarks about your personal life should be kept to a minimum. Clothing should be comfortable but modest. Swearing or using God's name is never allowed.
- Effectively communicate needs to the House Supervisor or Program Supervisor.
- Assist House Supervisor as need with projects/tasks.
- Provide transportation in emergency situations.
- Maintain confidentiality and comply with HIPAA regulations.
- Residents are expected to care for all the needs of their children. This position will not babysit babies at any time. Instead, staff will offer suggestions on where baby can be kept safely while residents attend to their own needs.
- Ensure all kitchen chores after all meals are being completed as outlined by the House Supervisor.
- Ensure doors are locked at all times.
- Keep thermostat set at reasonable temperature (residents not allowed to change).

- Conduct inspections of resident's rooms/restrooms to ensure they are kept at standards identified in the resident handbook. Make sure lights and heaters are off in residents' rooms if they are gone; follow through with a fine if left on.
- Able to schedule/cancel volunteers.
- Able to coordinate/plan/prepare meals.
- Any activities that require funding from Mary's Inn must receive approval from the Program Supervisor.
- Attend weekly staff meetings.

Required Knowledge, Skills & Abilities

- Bachelor's Degree in Social Work or equivalent experience in a residential setting, human services, mentoring, management or education is preferred but not required.
- Able to work the required nine-hour shift from 8:00 am – 5:00 pm.
- Able to effectively communicate needs and provide documentation.
- Able to teach, advocate, encourage, counsel, and witness in keeping with the beliefs and practices of the Catholic faith and teachings.
- Able to non-judgmentally accept a person and offer unconditional love.
- Knowledge of issues experienced by those facing addictions, instability, trauma and pregnancy.
- Valid driver's license, acceptable driving record as well as proof of insurance.
- Able to collaborate as a team but work individually.

Required Physical Demands

- Able to walk up and down stairs frequently.
- Able to regularly lift up to 25 pounds and occasionally lift up to 40 pounds.
- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately between 1/3 and 2/3 of on-the-job time.
- Reach with hands and arms – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Vision – Close vision (clear vision at 20 inches or less).
- Travel/Driving - May be required occasionally to attend meetings, offsite training and other work-related events. May require the use of personal vehicle.